

## **City of Kirkland Planning Department Accessory Dwelling Unit Application Requirements:**

### **Application Checklist**

The following is a list of materials which must be submitted in order to have a complete application. Please do not turn in your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist.

### **Application**

- ☐ A written description of the interior and exterior modifications that will be done to accommodate the accessory dwelling.
- ☐

### **Fees**

- ☐ Payment to the City of Kirkland for the filing fee (not required if reviewed concurrently with a building permit for the ADU) and King County recording fee for Affidavit of Owner Occupancy. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.

### **Plans**

Dimensioned plans, drawn at 1" = 20' or a comparable scale, showing the following information:

- ☐ Dwelling location.
- ☐ Setbacks from all property lines.
- ☐ Location of ADU.
- ☐ Location of parking on site to serve the primary unit and the accessory unit, dimensions of parking spaces.

### **Other**

- ☐ Elevation drawings showing ADU if detached, as well as all changes to principal unit, including indication of all entrances to primary and accessory units (at 1/4" = 1' or comparable scale).
- ☐ Demonstration that the height (roof peak elevation) of the ADU does not exceed the maximum height allowed by the underlying zone or 15 feet above the existing height (roof peak elevation) of the primary residence, whichever is less.
- ☐ A signed Affidavit of Owner - Occupancy.
- ☐ A complete legal description of the property.
- ☐ All materials submitted for this application must meet the following standards:

#### **Electronic Plans & Documents:**

- ☐ All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its native format to Adobe PDF rather than being scanned.
- ☐ Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.

- ☐ All memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- ☐ Photographs of models and/or material/color boards, if prepared, are required.
- ☐ Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.

Paper Documents:

- ☐ Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.